

Respected Sir,

I will be most grateful if you could kindly consider my application for a suitable position in your Company. Please find my attachment CV here with for your consideration.

I believed that, the experience and skills gathered from my previous assignments would add up to my strength to face responsibility.

I can work independently and under pressure and also flexible to get along with any culture and can work with any nationalities.

It would be highly appreciated if could kindly consider my application and would be very pleased to come for an interview at your most convenient time.

Thanking you in anticipation of positive response at your earliest convenience.

SHAIK JALEEL AHAMAD

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Marketing Executive

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Address: Kurnool, AP, India. 518006

Date of Birth: 1988-04-24

PROFESSIONAL SUMMARY

To build a career in retail sales & customer service arena in a professional organization by contributing all the experience gained during my tenure under various heads. Sales Representative with a solid record of consistently achieving customer retention goals through relationship building and advanced product knowledge. Strategic Customer Service Sales Representative committed to driving consistent customer and revenue growth with strong networking and prospecting skills. Skillful in converting leads into customers, keeping accounts serviced and maintaining competitive sales numbers. Excellent relationship-building, communication and multitasking abilities. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Detailed Sales Representative well-known for turning problem accounts into long-term customers. Reliable and quick-paced. Proponent of team-based sales efforts. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

SKILLS

Competitive Sales | Operations | Sales | Brochures | Key Performance Indicators (KPIs) | Advising | Market Analysis | Development Management | Retail Sales | Business Development | Regional Sales | Operating Systems | Multitasking | Data Entry | Time Management | Microsoft Office | Pricing Strategies | New Business Development | Microsoft Windows | Adaptability | Customer Retention | Real Estate | Indicators | Communications | Customer Service | Research | Marketing Strategies | Cold Calling | Management | Market Research | Social Media | Marketing Materials | Leadership | Digital Media | Operations Management | Desktop Support | Purchasing | Revenue Growth | Relationship Building | Merchandising | Strong Communication

OVERVIEW

Over 2 years Qatar experience in the field of **Customer Service Assistant as Indoor Sales, Merchandisers, Store Clerk, Reliever, and Shift In charge**. I am hard working independent and dynamic can work with under pressure.

EMPLOYMENT HISTORY

Customer Service Assistant | WOQOD PETROLEUM CORPORATION COMPANY, Doha Qatar

May 2010 - Jun 2012

- **Worked in WOQOD PETROLEUM CORPORATION COMPANY in one of their retail outlet unit as** customer service Assistant **from May 2010 – June 2012**
- Merchandising the product within the store facility according to Plano gram
- Ensuring all the items are priced and displayed according to FIFO method.
- Displaying the promotional items according to plan layout
- Responsible to update stock availabilitywithin the store in all departments and report.
- Supporting the management in delivering full customer service at all times.
- Communicate effectively and appropriately with customer and Staff To give a training for new recruiting.
- Handling a Fast Food Area also.
- Following the Standard Operational Procedures or the companies' rules during working hours.

Marketing Executive | AR Trading Company, Kurnool, AP

Jan 2021 - Present

- Greeted customers and provided information about products and services. Developed and implemented strategies to meet sales quotas.
- Demonstrated product features, benefits and use to potential buyers.
- Maintained a current knowledge of market trends and competitive activities in the sales area.
- Managed relationships with external vendors, agencies and suppliers to ensure effective delivery of services.
- Conducted market research to identify consumer trends and preferences. Managed relationships with external advertising agencies and vendors.

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- Maintained an up-to-date database of customers' contact information.
- Produced weekly reports on key performance indicators related to marketing initiatives.
- Developed marketing strategies and campaigns to increase brand awareness. Facilitated cross-functional team meetings to align marketing objectives with overall business goals.
- Expanded new businesses by developing powerful sales, advertising and marketing campaigns.
- Prepared detailed marketing forecasts on daily, weekly and quarterly basis. Generated leads through direct mailers or other outreach methods like cold calling or emails.
- Monitored competitor activity and prepared detailed reports on performance metrics.
- Marketed products and services at trade shows and promotional events. Coordinated marketing events for showcasing product and service offerings. Developed key customer relationships to increase sales.

Buyer's Agent | Kurnool, AP

Dec 2012 - Jan 2021

- Greeted customers and provided information about products and services. Developed and implemented strategies to meet sales quotas. Demonstrated product features, benefits and use to potential buyers.
- Maintained a current knowledge of market trends and competitive activities in the sales area.
- Created content for various digital channels, including website, social media and email.
- Managed relationships with external vendors, agencies and suppliers to ensure effective delivery of services.
- Conducted market research to identify consumer trends and preferences. Managed relationships with external advertising agencies and vendors.
- Maintained an up-to-date database of customers' contact information.
- Produced weekly reports on key performance indicators related to marketing initiatives.
- Marketed products and services at tradeshow and promotional events. Coordinated marketing events for showcasing product and service offerings. Developed key customer relationships to increase sales.
- Monitored local real estate market to identify potential properties for clients. Prepared detailed comparative market analysis of prospective properties. Scheduled and attended weekly appointments with clients.
- Tracked weekly sales to develop senior leadership reports for corrective action planning.
- Met regularly with clients to discuss their needs, objectives and expectations for purchasing a home.

Self Business | KSF Solutions Hardware Engineer, Kurnool, AP

Jan 2008 - Jan 2010

Desktop Support IT (Self)

EDUCATION

B.Com General, | Periyar University, (Salem, T.N)

Intermediate | Osmina Jr college Computer Science, Kurnool, A.P.

S.S.C, | SIDHARTHA HIGH SCHOOL, Kurnool, A.P

TECHNICAL CERTIFICATIONS

(A+ MCSC) at IIHNT in Hyderabad, TS

Jun 2007 - Sep 2007

PGDCA at Global Computers Centre, Kurnool, AP

Jul 2003 - Aug 2004

Tally7.2 at Siddi Vinayaka Accounts World, Kurnool, AP

Jun 2006 - Dec 2006

LANGUAGES

English | Hindi | Arabic | Telugu

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.